

## Shortcuts and Hotkeys

Ctrl - O	Ctrl - S
Ctrl - A	Ctrl - F
Ctrl - X	Ctrl - V
Ctrl - Z	Ctrl - P
Ctrl - I	Ctrl - H
Ctrl - U	Ctrl - C
Ctrl - Y	Ctrl - N
Ctrl - W	Ctrl - B
Alt - Tab	

Return to  
The  
beginning

### Ctrl - O

- Opens a file when in a program



Return to  
The  
beginning

### Ctrl - A

- Selects all text or files



Return to  
The  
beginning

### Ctrl - X

- Cuts a file or text and places it on the computer's clipboard



Return to  
The  
beginning

### Ctrl - Z

- Undo - takes back the last action you typed (usually)



Return to  
The  
beginning

### Ctrl - I

- Types your words in italics

*italic  
beyond*

Return to  
The  
beginning

### Ctrl - U

- Underlines the text you type



Return to  
The  
beginning

### Ctrl - Y

- Redo - if you hit undo by mistake, this will bring it back



Return to  
The  
beginning

### Ctrl - W



- Closes a window



Return to The beginning

## ALT - Tab



- Holding the ALT key and pressing tab moves between windows

Return to The beginning

## Ctrl - S



- Automatically saves what you are working on

Return to The beginning

## Ctrl - F



- Finds a specific word

Return to The beginning

## Ctrl - V



- Pastes text or a file to another location

Return to The beginning

## Ctrl - P

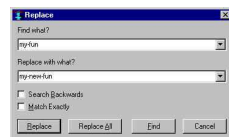

- Prints

Return to The beginning

## Ctrl - H



- Finds a word and allows you to replace it with another

Return to The beginning

## Ctrl - C


- Copies text or a file to the computer's clipboard

Return to The beginning

## Ctrl - N

- Opens a new file in the program you are using




Return to The beginning

## Ctrl - B

- Bold faces the text you type

